

# REORGANIZATION MEETING

## MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1 AGENDA

**Reorganization Meeting - Tuesday, January 28, 2020 at 6:00 PM  
at 1540 West Park Avenue – Suite #1 Tinton Falls, New Jersey**

1. Call to Order
2. Reading "Open Meeting Act Statement"
3. Salute to the Flag
4. Roll Call
5. Nominations and Election of Commission Officers - Meeting adjourned sine die with David Henry/Health Officer appointed to conduct election of:
  - President
  - Vice-President
  - Treasurer
6. Secretary Appointment
7. Appointment of Secretary Pro Tem – B. Padula, Esq., et al. / D, Henry, HO
8. Appointment of Professional Staff
  - Health Officer D. Henry
  - CFO S. Gallagher
  - PHN Manager Ammar Rizvi
  - Principal REHS L. Muscillo
  - Senior REHS Staff D. Astino, M. Kowal
  - REHS Staff O. Dos Santos, G. Hawriluk
  - Part-Time REHS (candidate hire resolution under HR Committee)

### **REORG CONSENT AGENDA**

**(Items 9 through 28)**

**All Resolutions on the Consent Agenda will be voted on in one motion, unless Commission members determine that a particular resolution requires additional discussion.**

9. **Legal Counsel** – appointed without retainer
  - Cleary, Giacobbe, Alfieri, Jacobs, LLC – Bruce Padula, Esq.**RESOLUTION 2020-1**
10. **Conflict Counsel** – as need
  - King, Kitrick, Jackson & McWeeney, LLC – Mark Kitrick, Esq.**RESOLUTION 2020-2**
11. **Certified Public Accountant** - appointed without retainer (on recommendation of Audit Committee)
  - Suplee, Clooney & Company, CPA**RESOLUTION 2020-3**
12. **Regional Health Educator** - Concetta Polonsky, MPH, CHES **RESOLUTION 2020-4**
13. **Primary Depository of Funds** - Valley National Bank
14. **Legal Notices Published in Newspaper**
  - Asbury Park Press
  - Star Ledger (secondary for Sunshine Law notices)**RESOLUTION 2020-5**
15. Approve **Annual 2020 Commission Meeting Dates, Times and Locations** **RESOLUTION 2020-6**
16. **Website Management** - City Connections, LLC **RESOLUTION 2020-7**
17. **IT Support** – Inter Network, LLC **RESOLUTION 2020-8**
18. **Office Cleaning** - Master Maintenance **RESOLUTION 2020-9**

# REORGANIZATION MEETING

## MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

### AGENDA – pg. 2

Reorganization Meeting - Tuesday, January 28, 2020 at 6:00 PM  
at 1540 West Park Avenue – Suite #1 Tinton Falls, New Jersey

19. 2020 **Cash Management** Plan **RESOLUTION 2020-10**
20. **Financial Software** - Edmunds **RESOLUTION 2020-11**
21. CLEP Grant – **Lead Inspector/Risk Assessor** – Ken Walls **RESOLUTION 2020 -12**
22. Public Health Accreditation (**PHAB**) Fees **RESOLUTION 2020 -13**
23. **Performance Management** System Support Services **RESOLUTION 2020 -14**
24. Payment of **Bills in Absence of Quorum** **RESOLUTION 2020 -15**
25. **TB** Shared Service Agreement with MCHD **RESOLUTION 2020 -16**
26. **MMC Occupational Health** **RESOLUTION 2020 -17**
27. **Language Line** Services **RESOLUTION 2020 -18**
28. **Lead Meter** Purchase (\$16,020) **RESOLUTION 2020 -19**

#### End of Reorg Consent Agenda

29. Committee Appointments by President
  - a) Budget and Finance Committee
  - b) Human Resources Committee
  - c) Operations Committee
  - d) Audit Committee
  - e) Governance Committee
  - f) VNA
30. APPROVAL OF MINUTES:  
December 17, 2019 – (Open)  
December 17, 2019 – (Closed)
31. COMMUNICATIONS
  - PR Packet/Culture of Improved Customer Service
  - Health Education Request Form
32. **CLOSED SESSION** **RESOLUTION 2020-20**
33. HEALTH OFFICER'S REPORT
  - BOH Member Orientation – Full membership
  - REHS Workload Examples
  - Monthly Staff Conferences/Meetings/Professional Trainings Report
  - Health Topics Survey
  - Regional Service Agency
34. CFO REPORT
35. TREASURER'S REPORT
36. COMMITTEE REPORTS
  - a. Budget & Finance
    - Approval for **Payment of Monthly Bills** (January 2020) **RESOLUTION 2020 -21**

# REORGANIZATION MEETING

**MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1**  
**AGENDA – pg. 3**  
**Reorganization Meeting - Tuesday, January 28, 2020 at 6:00 PM**  
**at 1540 West Park Avenue – Suite #1 Tinton Falls, New Jersey**

- b. Human Resources Committee
  - **CFO Annual Salary** Resolution 2020 **RESOLUTION 2020-22**
  - **Bookkeeper Annual Salary** Resolution **RESOLUTION 2020-23**
  - **PT REHS Hire – S. Martens** **RESOLUTION 2020-24**
  - **Monmouth Univ Work Study Hire** **RESOLUTION 2020-25**
  
- c. Operations
  
- d. Governance – Draft Revision of **Commission Policy Manual**
  
- e. Audit Committee – 2018 Results
  - Commission **Certification of 2018 Audit Results** **RESOLUTION 2020-26**
  
- f. VNA Sub-Committee
  - 2020 **VNA Contract with MCRHC Towns** Pending
  
- 37. **PRESIDENT’S REPORT**
  - Decision on Future Meeting Document Access
  
  - ORDINANCES**
  - First Reading and Introduction – NONE
  - Second Reading and Introduction – NONE
  
- 38. **PUBLIC COMMENT**  
(In accordance with the Open Public Meetings Act)
  
- 39. **OLD BUSINESS**
  - Accreditation Project Update
  
- 40. **NEW BUSINESS**
  - Application Approval for DCA Shared Services Grant Offerings **RESOLUTION 2020-27**  
*Deadline February 28, 2020*
  
- 41. **NEXT REGULAR MEETING Tuesday, February 25, 2020 at 6:00 P.M.**  
**at 1540 West Park Avenue – Suite # 1 Tinton Falls, New Jersey**
  
- 42. **ADJOURNMENT**